



2011 DEC Arts Grant • Guidelines

A program of the Phelps Arts Center made possible with funds from the New York State Council on the Arts State & Local Partnership Program for individual artists & nonprofits in:
Cayuga, Ontario, Seneca, Wayne & Yates Counties

Deadline: Tuesday, September 28, 2010



Phelps Arts Center

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What is the DEC Arts Grant Program?

The DEC Arts Grant is a competitive arts re-grant program for community based arts activities offered by eligible nonprofit organizations and individual artists sponsored by nonprofit organizations in Cayuga, Ontario, Seneca, Wayne, & Yates Counties. The grants are awarded for specific projects occurring between January 1 and December 31, 2011.

Phelps Arts Center (PAC) administers the DEC Arts Grant program with public funds from the Decentralization Program of the New York State Council on the Arts (NYSCA). **This grant program exists to support professional fees for artists and technical production services.** (1997-2007, this grant was known as the FLAGS DEC program).

The goals of the DEC Arts Grant program include: providing quality arts programming to the 5-county area; assisting emerging arts organizations; supporting cultural expression of our diverse ethnic groups; and making arts programming accessible to under-served and minority audiences. Emphasis in funding is placed on **arts projects & activities geared towards reaching under-served communities.**

Arts activities **must** be the primary focus of project requests. All requests need to have a public component – one that is available to the entire community. All projects are required to be accessible to all individuals and held at accessible sites. Categories include, but are not limited to: Dance, Photography, Music, Media (film, video, radio,) Opera/Musical Theater, Theater, Literature and Poetry, Folk Arts, Visual Arts, Humanities, Design Arts, Textile Arts, Skilled Crafts, and Multi-disciplinary programs.

The DEC Arts Grant is not for every nonprofit organization. It is best suited for small community arts groups and

emerging arts groups that can demonstrate professional arts quality and an adequate level of administrative standard.

What is the application process?

You **must** attend a mandatory seminar or schedule an appointment with the DEC Grants & Outreach Associate to go over the *Guidelines* and application process. Application Seminars are held across Cayuga, Ontario, Seneca, Wayne, & Yates Counties. These seminars provide an understanding of the DEC Guidelines and the mechanics of the application form. Reservations are recommended. Space at some locations is limited. Sessions last about 1.5 hours.

The Phelps Arts Center DEC Application is an online application. Online instructions are available at **www.artsfl.org**

- ◆ Enter the DEC Arts Grant link.
- ◆ Click Forms & Applications
- ◆ Download the DEC Application Instructions.
(If you are unable to open the PDF file, a free downloadable version of Adobe Reader is available).

Is additional assistance available to help create a competitive arts project for the DEC program?

Yes, you can make an appointment with the DEC Grants & Outreach Associate **after** you have attended a seminar for individual assistance or application review.

PAC DEC staff can review and comment on draft applications if the draft is received before the application deadline. This is optional and it should **not** be viewed as a commitment for either the applicant or PAC staff.

All reviews will take place at Phelps Art Center. Contact us to for appointments or to make reservations for an application seminar.

When is the Application Deadline?

Applications and Organizational Profiles must be submitted online no later than **Tues., September 28, 2010**. Supplemental materials must be hand-delivered to Phelps Art Center, 15 Church St., Phelps NY 14532 by 5 PM, Tuesday, September 28, 2010 or postmarked by that date. Early submissions are encouraged.

*Applications received after the deadline **will not** be accepted.*

May I submit more than one funding request?

Yes. Maximum combined funding support to any one artist or group cannot exceed \$5,000. It is not uncommon to have artists listed as participating in several completely different project requests from separate organizations. Each project stands alone, is reviewed individually, and funding decisions are independent.

What is the funding range?

DEC Arts Grants are not made below \$500 or above \$5,000 to any one organization or artist. Grants are not intended to cover the complete cost of the proposed project. In recent years, grant amounts ranged from \$800 to \$4,550, averaging \$2,500.

If my organization received a DEC Arts Grant in the past, may I still apply?

Yes, if you have received funding in the past, you are eligible to apply again if your previous DEC contracts have been fulfilled.

Each application is reviewed in the context of the current program guidelines, funding priorities, and evaluative criteria.

In funding repeat applicants priority will be given to those organizations that submit project requests that demonstrate growth, artist expansion, and community support if requested projects are similar to those of previous years.

Prior DEC funding does not guarantee continued support in any succeeding year

Who is eligible to apply?

- ◆ A nonprofit organization or local government unit based in Cayuga, Ontario, Seneca, Wayne, or Yates Counties. Projects that have as their core an arts based or cultural activity that take place between January 1 & December 31, 2011.
- ◆ A PTA with nonprofit status independent of the public school that provides cultural services to the general community **unrelated** to the school functions.
- ◆ An individual artist sponsored by an eligible nonprofit conduit organization.

Additionally, your organization *must* fulfill all of the following conditions:

- ◆ Have a Board of Directors or governing body that meets to determine and review policy.
- ◆ Conducts all activities using non-discriminating practices of any kind (race, color, national origin, sex, or disability) relating to programming, administration, & board participation.
- ◆ Proposed project demonstrates need for funding.

How does my organization demonstrate nonprofit status?

Your organization must supply a copy of one (1) of the following documents:

- ◆ IRS Tax Exempt Letter 501(c) 3
- ◆ Letter from the NYS Board of Regents Charter, Section 216 of the Education Law
- ◆ Bureau of Charities filing receipt
- ◆ Letter of Acceptance of Incorporation under Section 402, Not-for-Profit Law

The address on the document **must** be from within Cayuga, Seneca, Ontario, Wayne, or Yates County.

Note: A New York State Tax Exemption Certificate from the Department of Taxation and Finance is **not** considered proof of nonprofit status and will not be accepted.

What is a conduit organization?

A conduit organization is a nonprofit organization that meets all eligibility requirements and is willing to sponsor an application in behalf of: an emerging organization; an organization that is not within the 5-county area; a collaborative effort; or an **artist initiated project**.

All arts programs must take place within Cayuga, Ontario, Seneca, Wayne, and Yates Counties.

What types of organizations are ineligible to apply?

The following are *not* eligible to apply:

- ◆ An organization that does not attend a DEC Application Seminar or meet with Phelps Arts Center DEC Staff.
- ◆ An individual artist who does not have a qualified sponsor
- ◆ Organizations that have applied directly to NYSCA for funding in 2010/2011 regardless of funding status
- ◆ Public school districts, their components (PTAs, etc.) or activities that exclusively serve a student audience
- ◆ New York State agencies and departments, including SUNY colleges and universities
- ◆ Previously funded organizations/artists who have failed to provide interim and/or final reports or have failed to comply with previous contracts
- ◆ Non-incorporated chapters of organizations whose “parent” organization is not located in Cayuga, Ontario, Seneca, Wayne, or Yates County
- ◆ Phelps Arts Center, organizations & their employees

Are individual artists eligible to apply?

Yes, individual artists may apply through the sponsorship of any eligible nonprofit organization.

- ◆ The artist must be at least 21 years of age, reside within the 5-county area, and have an eligible sponsor (*see: What is a Conduit Organization*).
- ◆ Artists are required to submit a letter from the sponsoring organization that states its willingness to fulfill the obligations and duties of serving as fiscal and administrative agent for a grant award. The letter should specify both the role of the organization and the role of the artist in the project. (application **Attachment G**).
- ◆ Artists are required to submit a letter of recommendation from a source independent from the proposed project and conduit organization. (application **Attachment H**).

The Phelps Arts Center can introduce artists and organizations to facilitate collaborations.

What activities are not eligible for support?

- ◆ Programs taking place outside of Cayuga, Ontario, Seneca, Wayne, or Yates Counties
- ◆ Operating expenses or contingency funds
- ◆ Project requests for deficit funding and capital expenditures, including property or equipment purchases
- ◆ Expenditures for the establishment of new organizations
- ◆ Administrative costs unrelated to the proposed project
- ◆ Art programs that are recreational, rehabilitative, or therapeutic (e.g. magic shows, bubble blowing, balloon art, juggling, clowns, puppets, & art therapy)
- ◆ Projects taking place in a school - during the school day or immediately after school. DEC Arts funds cannot be used for arts/artists-in-school programs (Programs may take place on school property, as long as they are open to the public and not designed in conjunction with school-based activities.)
- ◆ Projects that are targeted for home school participants
- ◆ Projects that are directed exclusively for at-risk populations and not open to the public
- ◆ University faculty and staff are not eligible to receive DEC arts funding for projects that are affiliated with their institutions
- ◆ Projects where fees are paid to students of universities, high schools, middle, or elementary schools, or for the use of children as professional artists
- ◆ Requests that are less than \$500, or exceed \$5,000
- ◆ Operating expenses of privately owned facilities (i.e. homes and studios)
- ◆ Cash prizes or awards to students, fellowships or scholarships
- ◆ Budget requests that do not demonstrate financial need or that request more funding than the budget demonstrates

- ◆ Entertainment costs such as theater parties, gallery/museum openings, receptions, & fund raisers
- ◆ Activities and programs which cannot be completed between January 1 and December 31, 2011
- ◆ Cultural activities restricted to an organization's membership
- ◆ Programs in which the primary benefit is the financial gain by an individual
- ◆ Acquisitions of works of art (including murals)
- ◆ Travel outside of Cayuga, Ontario, Seneca, Wayne & Yates Counties.

How are grants determined?

All applications are reviewed for eligibility, completeness, and accuracy by DEC staff. As part of the evaluation process, DEC staff may contact the applicant by telephone or email to clarify certain information.

A peer panel of artists, arts administrators, and community leaders appointed by the DEC Arts Grants & Outreach Associate evaluates each application and recommends a level of funding based on the evaluation criteria and the funding priorities.

Upon request, panelists will be furnished with final and interim reports as well as audit information and correspondence when considering organizations/ individuals who have been funded in prior years. Suggestions and comments regarding applicants by previous panel deliberations are also available to the panel.

The panel's recommendations are reviewed by the Phelps Arts Center Board of Directors, and NYSCA which has the final authority in all decisions.

What are the evaluative criteria that the Panel will use?

The Panel will make funding recommendations based primarily on the following criteria:

- ◆ Artistic merit and quality ongoing arts based programs with year-round activities, multiple workshops, and participant programs
- ◆ Public arts programs which build an arts foundation by addressing community needs and interests
- ◆ Non-duplication of existing programs or services
- ◆ Clearly defined plan for implementation and management of the project
- ◆ Caliber and credentials of artists and other project personnel supported by resumes and work samples
- ◆ Clarity and concision of written application and supporting materials
- ◆ Organizational history and stability
- ◆ Evidence of responsibility and compliance with past grant guidelines and procedures
- ◆ First and second year applicants may request up to 80% of the total project budget. Past applicants may request up to 60% of the total project budget.

What are the 2011 Funding Priorities?

Priority will be given to the following types of projects:

- ◆ Individual artist-initiated projects sponsored by an eligible organization
- ◆ Projects from first time applicants or new initiatives from past applicants
- ◆ Projects that employ quality artists
- ◆ Projects that contain a strong outreach & promotion plan to minority/under-served populations
- ◆ Projects that reflect cultural traditions or contemporary creative expression of a particular ethnic group
- ◆ Collaborative projects that support ongoing arts and cultural development
- ◆ Organizations that utilize under-served and/or minority individuals as participants or artists in their projects
- ◆ Projects that provide free participation or admission to individuals who are economically in-need
- ◆ Organizations that present their project to audiences that are otherwise unable to access artistic or cultural programming
- ◆ Organizations that develop new projects specifically designed to reach new & under-served audiences

Additionally, the following are *low or not* funding priorities for 2011:

- ◆ One-time events, limited performances, & annual festivals
- ◆ Projects that do not demonstrate cash match from other funding sources

How will I know if my project is funded?

PAC notifies all applicants by mail regarding the status of their applications after Board approval. This usually occurs by the end of December.

Grant checks are issued at an Awards Ceremony to be held in February 2011. Checks are issued only after receipt of the signed contracts and all other requested information.

If I receive a DEC Arts Grant, what will my responsibilities include?

If you receive a grant you will be required to:

- ◆ Sign and adhere to the terms of a project contract
- ◆ Attend the DEC Awards Ceremony, February, 2010
- ◆ Credit PAC and NYSCA for funding on all materials according to language used in the project contract, as well as including both logos on all printed material relative to your funded project.
- ◆ Send copies of promotional and advertising material regarding the project or event to PAC **prior** to the event

- ◆ Provide PAC with 4 complimentary tickets 2–4 weeks **prior** to a funded event
- ◆ Provide PAC with a schedule of funded events with complete information by the date requested
- ◆ File a final report due, 30 days after project completion or Dec. 31, 2011. An interim report may be requested by PAC at anytime during the project period.
- ◆ PAC **must** be notified and approve any changes to your project including artists, dates, times, and venues **prior** to the event.

Is there an Appeals Process?

An organization may appeal when any of the following grounds apply:

- ◆ Misrepresentation of information by staff/panelist
- ◆ Non-representation of information by staff/panelists
- ◆ Conflict of interest

Organizations not recommended for funding and wishing to appeal must initiate a formal appeal to the Executive Director within five (5) business days of receiving a letter of decline. A separate Appeals Panel will meet to examine the appeal and make any recommendations. **Dissatisfaction with the funding decision is not justification for an appeal.**

How do I begin an application?

You **must** attend a mandatory seminar or schedule an appointment with the DEC Grants & Outreach Associate to go over the *Guidelines* and application process before you file an application.

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